

CHANGE ANNOUNCEMENT

CASE RECORD DOCUMENTATION REQUIREMENTS Effective 11-07-2006

CHANGES

The Case Record Documentation Requirements policy has been updated to include the documentation requirements around the new policy of amending the IPE when the SOC major group code for the job at outcome does not match the SOC major group code of the IPE Job Goal.

In addition, documentation requirements have been updated to reflect the changes in the Front End process related to the Job Planning Discussion and the IPE Booklet.

VRIS UPDATE

The updated Case Record Documentation Requirements policy has been posted to VRIS. The location is VRIS: Program Manual: Policy: Case Record Documentation Requirements.

TEAM COMMUNICATION

Since these changes have been presented in previous Change Announcements and trainings, the only team communication or action required would be to ensure that any staff who have been using a printed copy of the policy replace that copy with the current version.

LEADERSHIP CONTACT

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